

**MINUTES  
REGULAR MEETING  
UTILITY SERVICE BOARD  
FEBRUARY 18, 2013**

The Regular Meeting of the Utility Service Board of the City of Jasper, Indiana, was held in the Council Chambers of City Hall in Jasper at 7:00 PM on Wednesday, February 18, 2013.

The meeting was called to order by Chairman Wayne Schuetter.

**UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:**

Wayne Schuetter – Chairman  
Rick Stradtner – Vice Chairman  
Doug Schulte – Secretary  
Alex Emmons – Wastewater Commissioner  
Dave Hurst – Water Commissioner  
Keith Masterson – Gas Commissioner

**ALSO PRESENT:**

Jerry Schitter – Electric Distribution Manager  
Windell Toby – Electric Generation Manager  
Michael A. Oeding – Gas & Water Manager  
Ed Hollinden – Wastewater Manager  
Bud Hauersperger – General Manager  
Renee Kabrick – City Attorney  
Ashley Kiefer – Office Manager

**ABSENT:**

Ken Sendelweck – Electric Commissioner

**PLEDGE OF ALLEGIANCE** (DVD-00:36)

Chairman Wayne Schuetter led the Pledge of Allegiance.

**QUOTE OPENING: 4 X 4 PICKUP WITH UTILITY BODY – ELEC. DISTRIBUTION**  
(DVD-00:57)

Bud Hauersperger opened the quotes and read them aloud as follows:

- |                                     |  |
|-------------------------------------|--|
| 1. Bob Luegers Motors<br>Jasper, IN | \$36,399.00<br>(price includes trade-in)           |
| 2. Ruxer Ford<br>Jasper, IN         | \$34,449.00<br>- 2,000.00 trade -in<br>\$32,449.00 |

3. Uebelhor & Sons	\$39,350.00
Jasper, IN	- <u>2,500.00</u> trade-in
	\$36,850.00

All quotes included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, a Nepotism Policy Affirmation, and an Affidavit Regarding Non-responsibility.

Jerry Schitter asked for permission to take the quotes under advisement.

Rick Stradtner made a motion to give Schitter permission to take the quotes under advisement. Alex Emmons seconded the motion. Motion approved, 6-0.

**QUOTE OPENING: METHANE GAS LEAK DETECTOR - GAS & WATER** (DVD-05:07)

Mike Oeding stated that three bids were sent out for the methane gas leak detector but only one quote was received back.

Bud Hauersperger opened the quote and read it aloud as follows:

- |                  |             |
|------------------|-------------|
| 1. Groebner      | \$ 8,474.00 |
| West Chicago, IL |             |

The quote included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, a Nepotism Policy Affirmation, and an Affidavit Regarding Non-responsibility. Hauersperger stated that only one of the Affidavits was notarized. The other Affidavits will be sent back to get notarized.

Oeding asked for permission to order the methane gas leak detector from Groebner once the Affidavits were notarized.

Keith Masterson made a motion to give Oeding permission to purchase the methane gas leak detector from Groebner upon return of the notarized Affidavits. Dave Hurst seconded the motion. Motion approved, 6-0.

**QUOTE OPENING: SHORING EQUIPMENT – GAS & WATER** (DVD-07:39)

Oeding stated that there was only one bid sent out for the shoring equipment. The equipment needs to match what the Street Department already has so that the equipment will interact together.

Bud Hauersperger opened the quote and read it aloud as follows:

- |                            |             |
|----------------------------|-------------|
| 1. Trench Shoring Services | \$14,110.00 |
| Pittsburg, PA              |             |

Hauersperger stated that no Affidavits were sent with the quote. Oeding asked for permission to purchase the shoring equipment from Trench Shoring Services once the Affidavits were received.

Alex Emmons made a motion to give Oeding permission to order the shoring equipment from Trench Shoring Services upon receiving all the notarized Affidavits. Rick Stradtner seconded the motion. Motion approved, 6-0.

#### **APPROVAL OF MINUTES** (DVD-09:17)

Chairman Wayne Schuetter presented the minutes of the January 21, 2013 Regular Meeting, the February 6, 2013 Special Meeting, and the February 14, 2013 Executive Session and there being no corrections or amendments, asked for a motion to approve the minutes. Doug Schulte made a motion to approve the minutes of the January and February meetings as presented. Keith Masterson seconded the motion. Motion approved, 6-0.

#### **SURPLUS ITEMS** (DVD-09:57)

Jerry Schitter presented the Board with a list of items no longer used, but still in inventory by the Electric Distribution Department. Schitter would like to scrap or dispose of the items and remove them from inventory.

Keith Masterson made a motion to declare the items presented as surplus and remove them from inventory. Doug Schulte seconded the motion. Motion approved, 6-0.

#### **JASPER CLEAN ENERGY MONTHLY REPORT** (DVD-12:28)

Bud Hauersperger explained the Jasper Clean Energy monthly report for January to the Board. Hauersperger stated that there had been no changes in the report from last month. Jasper Clean Energy is continuing to look for RFP's for Power Purchase agreements.

#### **HEIDORN PROPERTY** (DVD-13:00)

Bill Kaiser, with Bingham, Greenebaum, and Doll, explained to the Board that the Heidorn Property was purchased last fall. A lease form was sent out for the Heidorn property based on the RFP process. Jay Catasein, with Jasper Clean Energy, did respond properly to the RFP process and meets all the requirements. The ongoing litigation is causing some problems regarding the timeline of the lease. Catasein is considering moving forward with the lease on the Heidorn property. If the Power Plant project lease would go through, the two leases could be merged together later.

#### **ELECTRIC PLANNING COMMITTEE REPORT** (DVD-16:42)

Bud Hauersperger, General Manager, stated the Electric Committee did meet on February 8, 2013. The committee discussed the capacity payments for the Power Plant. Hauersperger explained that the capacity payments from MISO will be determined differently in the coming year. At the present time, the Power Plant gets a payment of approximately \$18,800 per month from MISO. Starting June 1<sup>st</sup>, 2013 thru May 31<sup>st</sup>, 2014 the format for calculating the payment

will change. Starting in March, IMPA will be accepting bids for auction to determine capacity payments.

The City needs to decide if they want to continue receiving capacity payments, and if so, they must submit a bid to MISO for the capacity of the Power Plant. IMPA estimates that capacity payments for the coming year would only be about \$4,000 to \$5,000 per month. The Committee decided that if the Power Plant is going to continue being maintained and operational, they should put in a bid with MISO. The Committee did not decide on a dollar amount to bid at the meeting.

The Committee decided to make a recommendation to the Board to have IMPA put a bid in with MISO on the City's behalf to try and continue receiving capacity payments for the upcoming year. The amount the City could receive will depend on what the market bears.

Chairman Schuetter suggested having another Electric Committee meeting to discuss the capacity payment bid amount, which is due March 10<sup>th</sup>. He also suggested giving the Committee the authority to set the dollar amount for the capacity payment bid.

Alex Emmons made a motion to approve entering a bid for the capacity payment at the auction and giving the Committee responsibility and authority to set the dollar amount of the bid. Dave Hurst seconded the motion. Motion approved, 6-0.

#### **BEAVER LAKE LEVELS** (DVD-31:57)

Mike Oeding informed the Board the water levels at Beaver Lake were measured today. The water level is 14 to 16 inches below the top of the spillway. A good rain could take the water levels to the top.

#### **THIRD AVENUE PROJECT UPDATE** (DVD-32:30)

Oeding informed the Board that requests for bids will be sent out for the Third Avenue project in the next several days. The bids will be ready to open at the March Utility Service Board meeting.

#### **SURPLUS ITEMS** (DVD-33:16)

Mike Oeding presented the Board with a list of items no longer used, but still in inventory by the Gas and Water Department. Oeding would like to scrap or dispose of the items and remove them from inventory.

Keith Masterson made a motion to declare the items presented as surplus and remove them from inventory. Doug Schulte seconded the motion. Motion approved, 6-0.

#### **GAS PLANNING COMMITTEE REPORT** (DVD-34:29)

Keith Masterson, Chairman of the Gas Planning Committee, stated the committee did not meet during the past month.

#### **WATER PLANNING COMMITTEE REPORT** (DVD-34:35)

Dave Hurst, Chairman of the Water Planning Committee, stated the committee did not meet during the past month.

#### **SURPLUS ITEMS** (DVD-34:41)

Ed Hollinden presented the Board with a list of items no longer used, but still in inventory by the Wastewater Department. Hollinden would like to scrap or dispose of the items and remove them from inventory.

Dave Hurst made a motion to declare the items presented as surplus and remove them from inventory. Keith Masterson seconded the motion. Motion approved, 6-0.

#### **SERVICE TRUCK** (DVD-36:35)

Hollinden informed the Board that he ordered the service truck from Uebelhor and Sons for \$24,388. It did meet specifications and was the low quote.

#### **PHIL BONIFER** (DVD-36:42)

Hollinden recognized Wastewater employee Phil Bonifer. He has been an operator for the Wastewater Department for 25 years.

#### **WASTEWATER PLANNING COMMITTEE REPORT** (DVD-26:59)

Alex Emmons, Chairman of the Wastewater Committee, stated the committee did meet on January 28, 2013. The Committee discussed granting a sewer easement for the Jasper Country Club property and the upgrade of the sewer line by the City.

Alpine (the Schnitzelbank) purchased the Jasper Country Club (JCC) building and some surrounding property. The sewer inspection was completed, and it came back failed. Currently there is a grinder pump, with a lift station in the basement of the building. Alpine would like to install a 6" lateral line through the remaining JCC property that the City is attempting to buy, and through some private property that would come out on Emily Street. The line coming out on Poplar Street would also remain an option. Alpine would request an easement from the City for this line.

If the 6" line were upgraded to an 8" line, it would force Alpine to install 4 manholes. If Alpine installed the 8" line, the City would only have to pay the cost difference between the 6" and 8" line and the cost of 3 manholes. The City had already given Alpine permission to connect to the City sanitary sewer in the future in a Board of Public Works meeting, before this suggestion even came up.

It was suggested that Alpine do the entire project and then would be reimbursed for the portion that the City was responsible for. The entire 8" line and manholes would become part of the Utility owned system after successful completion of the project.

The Committee felt that an 8" line should be run to the Alpine property line, so there won't be a need for a private easement on public City property. Bill Kaiser, who was at the meeting representing Alpine, said he thought that Alpine would offer to pay for one manhole.

The Committee wanted Alpine to get two bids from contractors and revised drawings for the City's portion of the cost. Chad Hurm estimated that a ballpark figure for the City's portion of cost would be approximately \$16,000.

The Committee recommends that the City pay for the difference between a 6" and 8" lateral line to the Alpine property line and three manholes, if within reason. They also recommend reimbursing Alpine, if Alpine handles the entire project.

At tonight's meeting, Bill Kaiser informed the Board that bids were sent out by Alpine and have been returned and submitted to the City for review. There is a big dollar difference between the two bids received. There has been no agreement reached between the private property owners at this time. Now a gas line has been discovered that runs between the properties, posing engineering problems. Because of new information, no action will be taken at this time. The situation will be looked into further.

#### **BUSINESS OFFICE ASSISTANT POSITION** (DVD-46:44)

Ashley Kiefer asked the Board for permission to change the position of Business Office Assistant/Part-time, which is now temporary, to a Permanent Part-time position. Michelle Zehr was hired about 18 months ago in this position to help relieve some of the burden of the office employees. Due to the Power Plant project and converting to the new computer software lots of overtime hours were being worked.

At this time some of those burdens have been relieved but new ones have arose. Kiefer stated that there are a couple modules for the new computer software system that still need to be installed. Zehr enters all the accounts payables and payroll information into the computer system. She also types the minutes from the Utility meetings she is present at and has many more office duties. Kiefer feels like we need to keep Zehr on as a Permanent Part-time position due to the upcoming projects and unforeseen office issues.

The only difference in the temporary position and the permanent position is the pay scale. At this time Zehr is \$.10 cents away from the maximum pay for a temporary part-time position. By changing her position to permanent part-time there will be more room for merit increases.

Doug Schulte made a motion to approve changing the Temporary Part-time Business Office Assistant position to a Permanent Part-time Business Office Assistant Position. Dave Hurst seconded the motion. Motion approved, 6-0.

#### **PAYMENT APPLICATION FOR NORTH WATER TOWER PROJECT** (DVD-56:32)

Hauersperger presented a payment request on behalf of Utility Services Company, Inc. for the North Water Tower Project. The payment request was in the amount of \$117,365 and is the third payment toward this project. The retainage amount for \$3,000 is the only payment left to pay towards this project.

Keith Masterson made a motion to approve the Contractor's Application for Payment #3 to Utility Services Company, Inc. in the amount of \$117,365. Dave Hurst seconded the motion. Motion approved, 6-0.

**ROJAC** (DVD-58:36)

Hauersperger also informed the Board that ROJAC is in the process of developing the area east of the Train Depot. The new development is going to be called the German American Boulevard. New paving will connect the Train Depot to the Riverwalk. ROJAC has asked the City to provide the decorative street lights, which the City has done in the past. ROJAC may want a higher priced pole to match the poles by the railroad track. ROJAC said they will pay the difference between the poles typically provided by the City and the ones they want to use.

**LIGHTS AROUND SQUARE** (DVD-1:00:14)

Hauersperger stated that the decorative light poles around the square and on Main Street will be replaced with new lenses and LED lamps. The old lenses are yellowed and brittle. Replacing the lenses and lamps should increase efficiency, and the new lenses we are considering have a higher UV protection which will not yellow as fast. Different fixture examples are located on poles in several parts of the City. Schitter stated that it will take several months to get new fixtures in once they are decided upon.

**FINANCE COMMITTEE REPORT** (DVD-1:04:27)

Doug Schulte reported the Finance Committee had met and reviewed the claims on the Claim Docket.

The Finance Committee recommended approval of the claims as presented.

Rick Stradtner made a motion to approve the claims as presented. Alex Emmons seconded the motion. Motion approved, 6-0.

There being no further business to come before the Board, the meeting was adjourned at 8:05PM upon motion by Alex Emmons and seconded by Keith Masterson. Motion approved, 6-0.

The minutes were hereby approved   X   with \_\_\_\_\_ without corrections this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

Attest: \_\_\_\_\_  
Secretary Chairman